

MILITARY COMMUNICATIONS-ELECTRONICS BOARD
INTEROPERABILITY POLICY AND TEST PANEL (IPTP)
CHARTER

1. Mission. The mission of the Information Technology (IT) Systems and National Security Systems (NSS) Interoperability Policy and Test Panel (IPTP) is to promote, enhance, and maintain compatibility and interoperability of systems that have IT/NSS capabilities, and systems that must operate within the defense IT/NSS environment to meet mission-essential needs of joint and combined operational commanders. The panel seeks to accomplish these goals through a formal process for identifying and resolving critical IT/NSS interoperability testing policy and testing issues.

2. Organization. The panel shall consist of both voting, non-voting members and observers. Members will be in the grade of 05/06 or GS 14/15 and will be empowered to represent their organization. The panel may also nominate and invite organizations other than those listed below to participate in the activities of the IPTP. The organization will be as follows:

a. Chartered Principal Member (Voting). An Individual, with voting rights, designated by the organizations represented by Chartered Principal Members of the MCEB and US Joint Forces Command. The Chartered Principal Members of the MCEB are: the US Army, the US Navy, the US Air Force, the US Marine Corps, the US Coast Guard, the Vice Director J6, the Defense Information Systems Agency (DISA), the National Security Agency (NSA) and the Defense Intelligence Agency (DIA). CINC representation at all panel meetings is encouraged.

b. Non-Chartered Principal Member (Non-Voting). A full member of the panel in all respects, however without voting rights. These members represent organizations listed as Non Chartered Principal Members of the MCEB and representatives from the offices of the Director, Operational Test and Evaluation (DOT&E), the Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)), the DOD CIO and the Assistant Secretary of Defense for C3I (OASD/C3I).

c. Alternate. An individual designated to act for and in the name of panel members.

d. Observer. A representative, without voting rights, of a DoD component or government agency having a particular interest in an item being considered by the panel. With the consent of the Chairman, IPTP members may invite supporting personnel, observers, and other subject matter experts, to assist in the discussion and resolution of interoperability issues.

3. Functions. The Panel shall perform the following functions:

a. Identify, coordinate, and resolve IT/NSS interoperability policy and testing issues to ensure compliance with DoD policy regarding interoperability of IT/NSS during the requirements validation process and throughout the remainder of the acquisition life cycle.

b. Review results of joint interoperability tests submitted by the DISA Joint Interoperability Test Command (JITC) and act as the issue resolution forum for interoperability testing and certification matters including, but not limited to test scheduling, prioritization, and resource conflicts.

c. Serve as the resolution body for issues that surface during certification of IT/NSS requirements." (Ref CJCSI 6212.01).

d. Provide MCEB with a semi-annual status summary update (or as requested) on interoperability testing results and recurring reports on other key interoperability issues. Briefings to the MCEB will present the testing status of those IT/NSS that are within 1 year of their production and fielding approval (new acquisitions/procurements (certifications) or systems undergoing hardware and software modifications that affect interoperability (recertifications)) using graphic charts color-coded with the following criteria:

- 1) Green systems are those that have been issued a full or specified interfaces joint interoperability certification/recertification letter. This means that some or all of their critical interfaces have been certified. Further testing may be warranted or may be already planned, but fielding the system for the use of the certified interfaces (or with the known limitations) may be warranted.

- 2) Yellow systems are those that are actively participating in the testing process (engaged in or scheduled for joint interoperability certification/recertifications) but have not yet been certified/recertified for joint interoperability.
- 3) Red systems are those that need to be certified/recertified but are not progressing toward obtaining certification/recertification. These systems have either been unable to schedule a joint interoperability certification test (due to C/S/A limitations) or have been unable to successfully pass a joint interoperability certification test.
- 4) The white systems are legacy systems that have been successfully operating in the field and are of such a low interoperability risk that there is limited benefit in testing and certifying them. Many of these systems have participated in other interoperability tests but have but not themselves been under evaluation or certified.

e. Approve or disapprove requests submitted by DOD components for interim authority to operate (IATO) in accordance with Annex D.

f. Recommend systems for inclusion to the DOD Interoperability Watch List (IWL).

4. Responsibilities.

a. The Director Command, Control, Communications, Computer Systems (C4) (Joint Staff J-6) will designate the chairperson of the IPTP Panel. (Normally grade O-6 or GS-15).

b. The Director, DISA will provide the IPTP Executive Agent (EA).
Note: the Director DISA has assigned this mission to the JITC.

c. The Chairman. The chairperson shall plan and call all meetings, direct the EA activities, approve and sign all correspondences produced by the panel.

d. The Executive Agent (EA). The EA will maintain the repository of action items, and in coordination with the Chairperson, assist in developing closing criteria, and maintain contact with CINC/Service/Agency action leads and request that action leads provide monthly status reports. The EA will record minutes of the meetings and

distribute all correspondences, agenda read-ahead packages and minutes to members and interested parties. The EA will track all issues presented to and derived from the meetings. The EA will track the IATOs and maintain the IATO database. The EA will ensure the meeting agenda, minutes and IATO database are posted on the JITC web page in a timely manner.

5. Identification of Issues. Sources for issues include Joint Warfighting Capabilities Assessments (JWCAs), CINC Joint Monthly Readiness Review (JMRR) submissions, and CINC Integrated Priority Lists (CINC IPLs). Issues will be identified and resolved through the process described in Annex C and IAW the prescribed format reflected in Annexes A and B. Generally, CINCs, Services and Agencies will forward potential issues to the IPTP Executive Agent via the scheduled Panel Meetings. Issues requiring immediate attention will be forwarded to the Chair as they arise and may necessitate an unscheduled panel meeting. Non-issue presentations (information briefs) for IPTP discussion need only submit the Executive Summary (Annex B). Each briefer will provide the Executive Agent with a final Executive Summary, (and Issue Summary Sheet as required), with a paper copy of briefing slides no later than the close of business eight days prior to the meeting. The Chair may return issue papers to the originator for additional information or clarification prior to its presentation at an IPTP meeting.

6. Issue Tracking:

a. In order to maintain continual up-to-date status on open issues, activities designated as lead for a given IPTP issue will submit updated issue summary reports on a monthly basis to the IPTP EA.

b. Once an issue has been closed the IPTP Executive Agent will continue to monitor implementation and continued compliance with the closure criteria for a period up to one year after the membership closes the issue. The EA may request updates from that activity(s) that maintained "lead" over the issue, for post evaluation. If at any time during this period the IPTP EA determines that the issue requires reopening, the EA will forward a recommendation to the Chair, to reopen the issue. Should the Chair request that the issue be reopened; the last activity to have had "lead" responsibility will resume accountability for the issue.

c. The chair may require a status update on any issue at any time and will communicate this requirement to/through the EA.

7. Panel Activities:

a. The IPTP Panel will:

- Review all current and potential issues.
- Implement recommendations, guidance, and tasking received from the MCEB Coordinator and Principal Boards.
- Decide upon whether a potential issue is accepted for action.
- Draft and approves new issue closure criteria (or revised closure criteria for existing issues as required).
- Determine the initial "lead" and support activities and identify actions required to reach issue closure/resolution.
- Officially close an issue when it is recognized that the closure criteria has been completely satisfied.

b. The Chairman will forward recommendations and action items developed and approved by the IPTP to action officers and activities. The Chair may refer an issue, where an appropriate lead or action cannot be identified to initiate the resolution process, to a selected service or agency for further study and recommend a second presentation to the Panel.

c. The final disposition of all issues and matters presented to the Panel will be determined by a majority vote of the recognized IPTP representatives (members) who cast a vote. In the case of a tie vote, the Chair will cast a vote in order to break the tie. Although attendance of representatives at all Panel meetings is preferred, absent representatives may submit presentations and votes on scheduled agenda items for delivery on their behalf to the Chair in writing or electronically. Responsibility for delivery of such presentations and votes to the Chair will remain with the absent representative.

d. In instances where the IPTP is unable to resolve issue conflicts, or the issue has generated a level of controversy such that it is unable to be resolved, it will be forwarded to the MCEB Coordinators for review/decision.

e. Meetings shall be scheduled every other month, or as agenda items arise. Every effort will be made to fax and or email the agenda and send read-ahead packages to the members and interested parties at least two weeks prior to the scheduled meetings. The minutes will be distributed in like manner. The agenda and meeting minutes will additionally be posted on the ITP web page at <http://jitc.fhu.disa.mil/>. The Panel shall function in accordance with instructions promulgated by the MCEB except as listed below:

- Requests for information or submittals for panel discussion and consideration should be addressed to the Joint Interoperability Test Command NSWC Attn: ITP Executive Agent 101 Strauss Ave, Bldg. 900 Indian Head, MD 20640-5035, e-mail ITP_EA@ncr.disa.mil.

- Requests for IATO will be submitted in accordance with Annex D, using the form provided in Appendix 1 to Annex D.

8. Substantive Positions. Representatives to the ITP may declare a matter substantive if they are opposed to the majority vote of those representatives voting and have significant basis on which to base their position. Representatives who declare a matter substantive must make the declaration prior to adjournment of the Panel and must submit, in writing, the basis for their substantive position and their recommendation(s) on the matter to the Chair within 30 working days from the time the panel is adjourned. The Panel vote on matters declared substantive will not become final until the Chair has reviewed the substantive position(s) and recommendations(s). Should the Chair determine that substantive position warrants additional consideration, that position along with the comprehensive chronology regarding the issue will be forwarded to the MCEB Coordinators and treated in the manner outlined in paragraph 7.d above. In the event that a matter is declared substantive, but the substantive position(s) and recommendation(s) are not submitted to the Chairperson by the declaring representative(s) as required, the substantive position(s) will expire and the Panel vote will become final.

9. Schedule of Events. The schedule of events provides for identifying issues and needs for resolving interoperability issues. Issues may be submitted at any time by any activity. The Chair will convene full membership meetings six times per year or as required.

ITP Process Milestones:

Issue Refinement/Set Agenda

Panel Meets

EA sends out action items

EA sends out minutes

Issues worked by lead/support activities

Issue progress reports submitted to chair

10. Definitions. The following definitions apply to the charter:

Interim Authority To Operate (IATO): Authority to field new systems or capabilities for a limited time, with a limited number of platforms to support developmental efforts, demonstrations, exercises, or operational use. The decision to grant an IATO will be made by the IPTP based on the sponsoring component's initial laboratory test results and the assessed impact, if any, on the operational networks to be employed. Additional information on IATO processing is included in Annex D.

10/26/01

Annex A

**INTEROPERABILITY POLICY AND TEST
PANEL (IPTP) ISSUES SUMMARY SHEET FORMAT**

UPDATED:

ISSUE TITLE:

SPONSORED:

CURRENT PRIORITY:

DATE OPENED:

DATE

CLOSED:

LEAD ACTIVITY:

POC:

PHONE:

SUBACTIVITIES:

ISSUE STATEMENT:

CLOSING CRITERIA:

MILESTONES:

COMPLETION DATE:

RESOURCE/FUNDING REQUIREMENTS:

CURRENT STATUS:

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Annex B

**INTEROPERABILITY POLICY AND TEST
PANEL (IPTP) EXECUTIVE SUMMARY FORMAT**

(For information briefs)
TITLE CENTERED

Purpose:

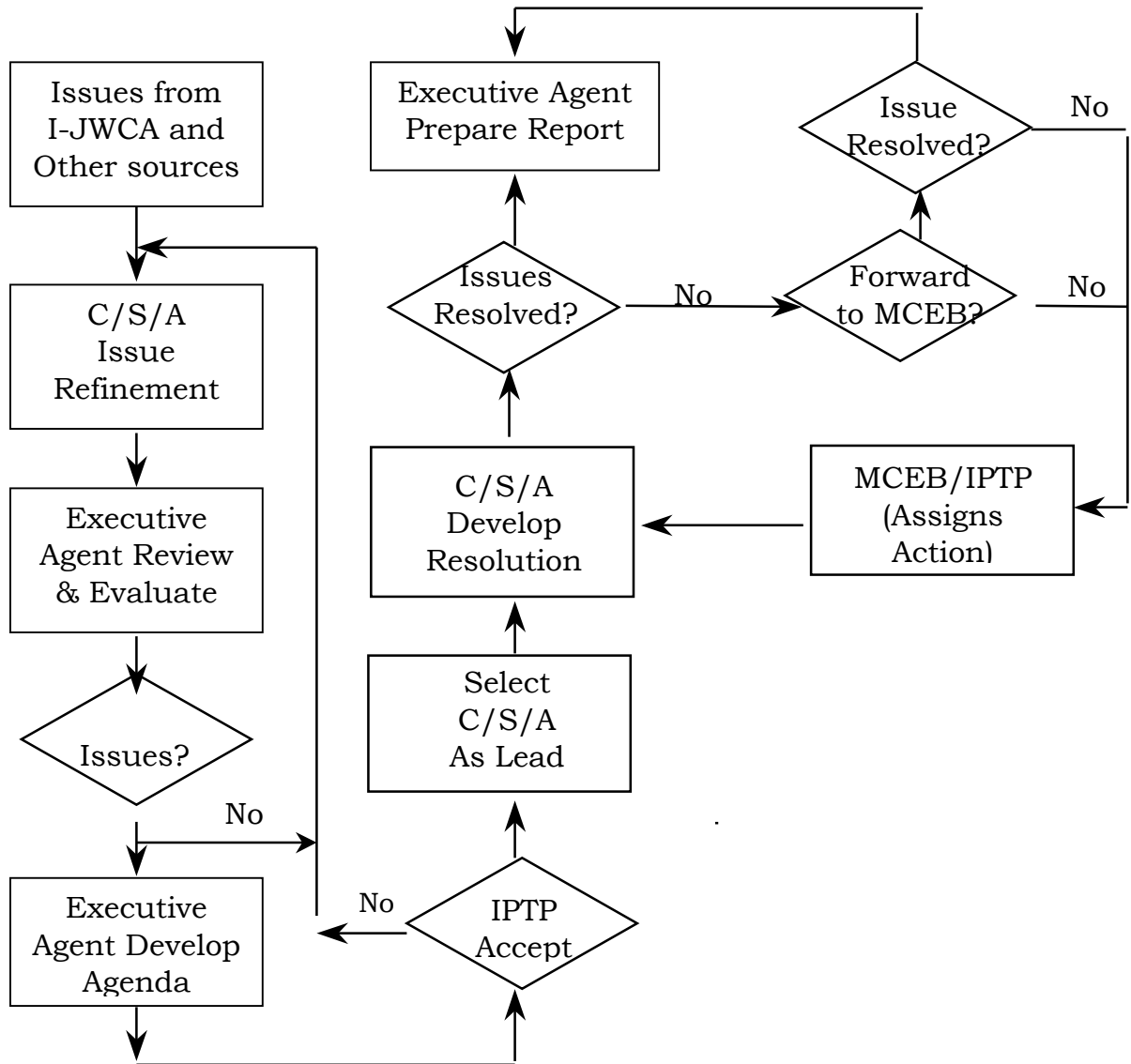
Major Points:

Background/Discussion (Combined or Separate):

Expected Developments/Unresolved Issues (One or Both):

Recommendations/Conclusions (One or Both):

Briefer Name, Organization, and Phone Number:

Annex C ISSUE RESOLUTION PROCESS

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Annex D

IATO PROCEDURES

An Interim Authority To Operate (IATO) is appropriate only in exceptional cases where a system cannot complete Interoperability Certification testing requirements prior to fielding for the following reasons:

- a. Urgent operational needs requiring fielding prior to testing.
- b. The first system to implement an interface.
- c. Similar situations that may warrant the granting of an IATO and are approved by the ITP.

An IATO is not appropriate for systems that have completed Interoperability Testing and failed to meet the identified interoperability requirements. The decision to field a system is the responsibility of the specific system fielding authority and should consider either the IATO or the interoperability certification letter/test report in making that decision.

An IATO shall not exceed 1 year in duration. Extensions may be considered by the ITP.

Approval of an IATO will be contingent on the following process:

1. Requests for an IATO will be submitted to the ITP using the form provided in ANNEX E. IATOs will be issued for a limited time period, but may not exceed one year.
2. The request will be forwarded to the ITP Members for concur/non-concur via email whenever possible and added to the agenda of the next ITP meeting. However, if the mandatory sections of the form are not completed, the request will be returned for completion before it is submitted for member review. Urgent out-of-cycle processing may be requested and the IATO will be processed electronically or telephonically. USJFCOM will provide an assessment of each IATO request for an operational user evaluation. The request form for IATO shall be submitted to the Joint Interoperability Test Command NSWC Attn: ITP Executive Agent (R. Hickman) 101 Strauss Ave, Bldg. 900, Indian Head, MD 20640-5035. Automated requests may be submitted via email to the address ITP_EA@ncr.disa.mil. A copy of the request should also be sent to the respective Service/Agency Representatives for coordination.
4. The ITP will invite the requesting system's Program Management (PM) office to the next scheduled ITP meeting to brief the members

concerning the system and the justification for requesting IATO versus interoperability test certification of the system.

5. The members will then vote and approve/disapprove issuing an IATO. When the request is approved the IPTP chairman will forward a letter to the Program Manager documenting the approval and the item will be tracked on the automated IATO tracking spreadsheet described below.

6. When an IATO is within approximately 90 days of expiration, JITC will notify the PM/Acquisition Agent that action is needed. If a satisfactory resolution between JITC and the PM/Acquisition Agent cannot be attained, the IPTP executive agent will notify the responsible Service/Agency IPTP representative for corrective action. Each of these IATOs will be addressed at the next scheduled IPTP meeting. A spreadsheet containing the pertinent information on each open IATO will be distributed to the members in the agenda read-ahead packages and the meeting minutes packages. It will be the responsibility of the Service and Agency members to ensure that final resolution of all IATOs has been accomplished.

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Appendix 1 to Annex D
USMCEB Interoperability
Policy and Test Panel
Request Interim Authority To Operate (IATO) Form

Note: Send completed form to ITP Executive Agent (email
ITP_EA@ncr.disa.mil or via FAX to (301) 744-2603 DSN 354.
Questions: PH: (301) 744-2667 DSN 354

SYSTEM NAME (Including system version no.):

REQUESTING AGENT:

COMMERCIAL PHONE NUMBER: () DSN:

REQUESTING ORGANIZATION:

INTERNET/EMAIL ADDRESS:

MAILING ADDRESS:

CITY/STATE/ZIP:

Please insert pertinent information ONLY if different from above:

- **Program Manager POC/NAME/RANK:**
- **Commercial phone number: () DSN:**
- **Requesting Organization:**
- **E-mail Address:**
- **Address:**

SYSTEM DESCRIPTION:

TIP: Use of additional information documents is encouraged (i.e. Concepts of Operations, MNS/ORDs/TEMPs)

TIP: You may Include WebPages where additional information can be found. Electronic versions are encouraged.

JUSTIFICATION FOR IATO

Mandatory comments will include:

1. Impact on program if IATO is and is not granted
2. Impact on other associated programs if IATO is and is not granted
3. Date system is required to be fielded for operational use

SCHEDULE FOR CERTIFICATION (Absolutely Mandatory): Describe how many systems will be fielded using this IATO. Is it one service or joint? Indicate the services and systems to which it interfaces to other systems. Is it tactical, operational, or strategic? Provide a road map with specific date of when you will be able to certify the system. Provide a Concepts of Operations document whenever possible.

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